GM 1917

373 § 17

SL no 1

Inspection § branches § the G.R.S
by Superintendents and Secretarial-
Offices

G. R. S. IX-5]

Previous references.

File No. 373-17

1917.

(G.M.)

Serial Nos.

Later references.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

Part B for Nov 1917

SUBJECT.

Inspection of branches of the G.R.S. by Superintendents and Secretariat officers

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1) To the Secty offices
O.M. No. G 6827 d/ 22.11.17
Issues instructions regarding the periodical

W D 88—GPB—50,000—24-7-16

SGR
29/11

G. R. S. 11] 1916

GENERAL AND REVENUE SECRETARIAT.

(E & A G)

NOTES.

E & A G File No. 137

FILE HEADING.

Inspection of the Cecil

From

No. Dated Received

Diary No. Enclos. Spare Copies. Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

As instructed, I submit herewith the draft of an official memorandum for the monthly inspection of the Secretariat. The draft has been revised as directed in consultation with the Registrar and provides for a monthly

NOTES—First Sheet

GPB—20,000 - 8 8-14

Serial No.

monthly inspection by the Secretary, preceded by a preliminary inspection by the Registrar.

Provision is also made for the maintenance of an inspection minute book in which instructions given during inspection will be noted, and continuous action taken till they are complied with.

A few important points such as those noted below may be selected for special attention on each occasion:-

(1) The appearance of the rooms, neatness and orderliness in the disposition of papers, furniture, etc.

(2) The promptitude and despatch of work.

(3) Lists of unanswered references due from and to the Secretariat, ie., Arrears and Suspend Lists.

(4) Punctuality in the submission and receipt of periodical returns and reports.

(5) Disposal of petitions and calls for information from the Dewan and Members.

(6) Prompt recording of papers and transmission to the record room.

(7) The strength of the Branch and the efficiency of its members.

NOTE—Contn. sheet.

GPB—70,000—17-12-15

G. R. S. 12]

General and Revenue Secretariat. | E.A.Cr File No. 13 of 191 .

Serial No.

A detailed questionnaire for each kind of work may be maintained for reference.

Secy Hero' Regr

RLL 8/5/16

5 The proposals may be approved

Bm 8/5

6 After giving the scheme a trial for 2 months, the question of extending it to the other Secretariats i.e. of asking the other Secretaries to inspect the offices concerned, may be considered

Drawn

Draftg Sec. 9/5

6030 9-5-16

NOTE—Contn. sheet.

GPB—70,000—17-12-15

G. R. S. 12]

General and Revenue Secretariat.

Ag File No. (37 of 191

Serial No.

7 After the submission of the above note, the Manual of Essentials for all Depts has been passed in Council The inspection arrangements laid down in paragraph 40 of that Manual being somewhat different from those suggested in the draft Memorandum, the file has been got back from the Dewan's office and a revised draft prepared for approval of Hon'ble Members

8 Inspection forms (detailed and Abstract forms) have been prepared and are appended to the draft.

NLL. 18/7/16

Sec'y)

The draft Office Circular & Ab. to forms may be approved

Dewan)

Dewan 19/7/16

10

The Dewan was pleased to say on the 5th that the draft order might be revised in consultation with the other Secretaries so as to provide for the monthly inspection of each Official by the next higher that is to say a senior clerk should inspect the work

Asst Secy will kindly initial all forms before submission.

Dewan 21/7

Attested NLL 21/7 431 21/7/16

Ref'd to the Secy draft Dewan for amending 5/8/16 Dewan

NOTE—Contn. sheet.

GPB —70,000—17-12-15

5

G. R. S. 12]

General and Revenue Secretariat. | G A 4 File No. 187 of 191

Serial No.

of a junior clerk, the supt should inspect the work of a senior clerk and so on up to the Secretary once in six months or so. The inspection should in each case be held by the next higher officer. If approved, this may be considered at a meeting of the Secretaries

Secy) Done 9/8/16

11/8

Decision arrived at the Secretaries meeting held on the 8th January 1917.

Rule 40 of the Manual of Essential Rules requiring each Secretariat to be inspected by the Secretary concerned once a quarter and each Branch by the officer in charge and the ministerial head once a month is inconvenient. It will be sufficient if inspections are held as follows:-

Once a quarter — By the Superintendent.

Once every half year - By the Registrar and case work secretariat officer.

Once a year - By the Secretary.

The inspection forms proposed for the General and Revenue Secretariat may be revised so as to be

NOTE—Contn. sheet.

GPB—70,000—17-12-15

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat. | G & A Department File No. 137 of 191

Serial No.

be in accordance with the above proposals.

Two revised drafts in accordance with the above opinion and revised forms are put up

Secy 11/1/17

2 III (Simms)

15 Secy

The drafts may be approved

Dewan 12/1.

4016 12.1.17

16 Dewan's order

The Secretary will be good enough to see me with these papers

BR 23.1.17

17 The Dewan is not in favour of changing the rules. He would approve of brief notes of inspection at the prescribed intervals. Revised forms may be put up for proper of inspections drawn up.

Dewan 17/1

BR 18 The abstract forms may be separated & put up tomorrow with the original file

Secy 17/1

19 Put up to Sub

Simms 18/1/17

A brief form of inspection report

NP

NOTE—Contn. sheet.

G. R. S. 12]

General and Revenue Secretariat. | G & R Dy File No. 13 P of 191 .

Serial No.

AQ

and a programme for the rest of the current calendar year are sub→

The one point of doubt is whether the G.A.S. shd be respected by all the Secretaries or only by the Secretary in charge of the office and whether the inspection reports of sub. offices shd similarly be sub→ to the Secretaries concerned (or only the Secy in charge of the office. In the last column of the programme, provision is made for the reports passing through both the case work and office Secretaries.

(vide para 17 Sup[r]a) RLL

Secy Agree 19/7/17

Please circulate to the Min Secretaries. If they also agree, we may fix a date & then submit the case to the Dewan.

Dewan 28/7

Fin. Secy
Rev. Secy
Secy E & A

Each Secretariat should be inspected & the Genl & Rev Sects is a single Secretariat & the Genl Secy should do I understand the rules inspect it.

I am of the same opinion — 1/8

GPB—70,000—17-12-15

NOTE—Contn. sheet.

Fin 145-17 E&A

I do not understand what is meant by a 'case work Secretary' and 'Office Secretary', & there any authority for these expressions

20/7.

The expressions are used as convenient abbreviations, as a reference to para 13 of the first Secretariat Circular will show. Similar expressions have been used in certain Office Memos regarding Asst Secretaries. There is no authority for these expressions, & there should be no need for their use — in the context they do not seem inappropriate or objectionable

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2

General and Revenue Secretariat. | G.A.D. File No. 137 of 191

Serial No. 28

I am in favour of a joint inspection by the General Secretary who has control over the Establishment and the Secretary who is responsible for the work of the Department. The object of the inspection is not merely to detect departures from official procedure and routine but to increase the efficiency of the work as a whole. To give a concrete instance the Registrar told me that many of my minutes on no paper being kept in the file for more than three days. Much of the 'ground' work of the Branch such as 'reading up' has been neglected. The Branch is short of three hands and we are constantly adding new work by sanctioning new schemes. I cannot get the hand I want and as the character of the work is such that unless every matter is immediately and properly attended to not only would there be a deadlock of work but also

NOTE—Contn. sheet.

WD 1233—GPB—60,000—1-12-16—S.

9

G. R. S. III-2

General and Revenue Secretariat. | G 14/ File No. 187 of 191

Serial No.

heavy arrears I had to choose the lesser evil and insist upon inspections reaching me within 3 days though to a certain extent this has led to a neglect of the usual routine - the inspection of an office not in touch with the work of the Branch may lead to erroneous impressions

20/8/17

Wes 14/8/17 L+A

Put VIII

24 Submit with the opinions of the Financial, Rev & Agt Secretaries. (Vide paragraph 20)

Hm 24/8/17

Secy

bee 21/8

25 Secy)

Let the G.S. abstracter draw

1/9

bee 1/9

26 The Dewan made enquiry about this file yesterday and observed that the inspections should be held constant delay. Pending settlement of the jurisdiction of the Secretaries, the Asst & Under Secretaries & the Regr may perhaps be asked to inspect their respective Branches or Sections & this seems to be no office of Govt now

Secy

5/9

I should like this to orders of the Govt being obtd on this. He is joining in a couple of days

NOTE—Contn. sheet.

Hm 5.9.17

Secy

Govt orders to Govt Secy

nil 8/9

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2]

General and Revenue Secretariat. | File No. 131 of 191

Serial No.

I shall be glad if this is put with the VIII corr — 15/11/17

The memo has been revised in accordance with the Secretary's instructions

Secy) 18/11/17

The memo as revised may be approved. As provided therein the inspns of the branches of the Secrett will be conducted by the Casework Secs & the General Secretg. This will meet the views advanced by the Secy & the Secy Ex & in the notes above

Dewan) C&G 3/11/17

1986 4/11/17

In words 'chief Secretary' may be substituted wherever necessary

The Circular may be shown to all the Secretaries & then issued

12.11.17 HC

Rs. VIII/pr — need not action MK 14/11/17

For favour of perusal — Secy 16/11/17
Fin Secy
Rev Secy
Secy Ex & A

I hope a copy will be sent

Seen MK 20/11/17

NOTE—Contn. sheet.

Issue in Telegraphic 22.11.17 for Issue — Secy 21/11/17

WD 1233—GPB—60,000—1-12-16—S.

G. R. S. III-2)

General and Revenue Secretariat.

G.M File No. 373 of 1917

Serial No

G M No G 6827 Dy 22.11.17
To the Secretariat Officers
Issues instructions regarding the periodical inspection of the several branches and Sections of the G.R.S. by Superintendents and secretariat officers

NOTE—Contn. sheet.

150 Circulars

General and Revenue Secretariat,

No. G 6827 / G.M.373-17-1 200 Bangalore, 22nd Nov. 1917.

Office Circular.

Attention is invited to paragraph 40 of the Manual of Essential Rules for Secretariats requiring Officers and Superintendents to inspect their branches once a month. The result of these inspections should be reported to the Secretary (Finance & the Chief Secy) on the 10th of every month in Form A appended.

2. The Cash, Translation and Typing Sections, the Records, Stores and Library will be inspected by the Registrar who will use Form B for his report.

3. The inspection in the months of ~~January, April, July~~ Febry, May, August and ~~October~~ November of each year will be held by the Secretaries and the reports of inspection will be submitted to the Dewan. The Branches under the Financial Secy, Rev. Secy, & Secy E&A will be inspected by these officers respectively in conjunction with the Chief Secy.

4. Each Branch or other unit of the office should maintain an inspection minute book (Form C) in which should be entered all orders given as the result of inspections, which require specific action on the part of the Branch. The steps taken to comply with each order should be noted by the Superintendent and when it has been fully carried out, the entry should be scored out and a certificate of disposal recorded by the officer in immediate charge.

5. When any important instructions are issued as the result of inspection, the same should be submitted to Dewan.

6. These inspections should be the basis of all efficiency & thrift promotions carried

C85 3/10/17

Chief Secretary to Government,

~~General Department.~~

12.11.17

To

Secretariat Officers and Branches.

Form A - Inspection Report of Branches.

I. Disposal of cases.

	Receipts			Disposals.	Balance	Number of un submitted cases pending for over 15 days.	Cases which are pending for over 3 months.
	Pending at the beginning of the month	During the month.	Total				
Diary							
Miscellaneous							
Unofficial							

Form A I

Sus cases		Total	Number for which replies received during the month.	Balance	Pending for over 3 months	Pending for over 6 months	No.of reminders issued.
No.at the beginning of the month.	No.registered during the month.						

47

Unofficial Cases

Number of unofficial cases pending reply from other offices for ove one month.

General remarks regarding submission and disposal of papers.

A-1

3

II. File Register, Issue Register, etc.

File Register -

Number of files opened

Whether headings have been listed and indexed.

Issue Register -

Number of issues

Clerks' diaries

Whether properly maintained.

III. Reports and Returns.

Number of arrears

Number due during the month

Total

Number received and submitted

Balance

General remarks.

IV. Recording.

Number pending at the beginning of the month.

Number received during the month

Total

Number recorded and sent to records.

Balance

General remarks on recording work.

V. General

Condition of room and premises.

Arrangement of files.

Working strength of establishment.
Average of late attendance.

Form B I 17

Form of inspection report of Cash Section of the General and Revenue Sectt.

1. Sanctioned strength

2. Average working strength.

3. Amount of cash on hand.

4. Amount of pay, etc., to be disbursed.

5. Amount of advance outstanding.

6. Remarks.

Form B II 18

Form of inspection report of the Translation Section of the General and Revenue Secretariat for the month of

Sanctioned strength of the Section.

Average working strength

1. Ordinary matter

(a) Received for translation during the month.

No.of printed pages.	No.of typed pages.	No.of manuscript pages.

(b) Translated.

Printed pages	Typed pages	Manuscript

2. Extraordinary matter.

(a) Received for translation

No.of printed pages.	No.of typed pages	No.of manuscript pages.

(b) Translated.

No.of printed pages.	No.of typed pages.	Manuscript pages.

3. Arrears.

No.of printed pages.	No.of typed pages.	No.of manuscript pages.

4. Remarks.

Form 15 III 19

Form of inspection report of the Typing Section of the General and Revenue Secretariat for the month of

- - - - - - -

1. No. of pages of ordinary matter received during the month.
2. No. of pages typed.
3. No. of pages remaining to be typed.
4. No. of pages of special matter received.
5. No. of pages of special matter typed.
6. Arrears, if any.
7. Sanctioned strength of the Section.
8. Average working strength for the month.
9. (a) Are all the typing machines in good condition?

   (b)-Are all the typists efficient?
10. Remarks.

Form 15AA 20

Inspection report of the General Records

General and Revenue Secretariat for

the month of

- - - - - -

Sanctioned strength of the Section.

Average working strength.

1. No.of recorded collections received during the month from each branch.

2. No. of old collections received for restoration.

3. No. of requisitions received.

4. No.of requisitions complied with.

5. No.of requisitions returned for want of references.

6. No. of requisitions pending.

&Library

7. No. of requisitions received
for books for periodicals

8. No.of requisitions complied with
Books Periodicals or reports

9. No.of requisitions pending
Books Periodicals or reports

10. No. of books restored.

11. No. of entries made during the month in the Register.

12. No. of entries in the catalogue.

13. No. of newspapers sent out for circulation.

14. No. of slips posted.

~~15.~~ Special sorting establishment.

15 Progress of work.

16. Remarks.

Form 57 21

Form of report of inspection of the

Vernacular Records of the

General & Revenue Secretariat

for the month of

- - - - - - -

1. No. of requisitions received during the month.
2. No. complied with.
3. No.remaining uncomplied.
4. No. of copy applications received.
5. No. disposed of.
6. No. of dufters sorted and re-arranged.
7. Other miscellaneous work done.
8. Sanctioned strength of the Section.
9. Average working strength.
10. Remarks.

Form BFT

Form of inspection report of the

General & Revenue Sectt Stores.

1. Sanctioned strength of establishment.

2. Average number working.

3. Number of requisitions received.

4. Number disposed of.

5. Balance.

6. Number of articles of furniture tents, etc., outstanding.

7. Remarks.

Form E.

General and Revenue Secretariat,

.....Branch

Superintendent in charge

Serial No.	Date of inspection	Order or instruction.	Action taken by the Superintendent with date.	Certificate of disposal with the dated initials of the Registrar.

MA 21/7

Que 12/1

23

Programme of inspection of General & Revenue Secretariat for the half year from July to December 1917.

24

Branches and Sections.	By whom inspected.	Date of inspection.	Date of submission of report of inspection.	To whom submitted.
		AUGUST 1917.		
Branches I to VIII.	Assistant and Under Secretaries assisted by Superintendents or Asstt Supdts.	2nd to 5th	10th	Secretaries concerned and Genl Secretary
Cash, Translation, Typing, Records (Eng. & Ver.) Sections & Sectt Stores	Registrar with the aid of the ministerial heads concerned.	Do	Do	General Secretary.
		SEPTEMBER 1917.		
	Same as above.			
		OCTOBER 1917		
Branches I and IV.	Revenue Secy & Asstt Secretaries concerned.	2nd to 5th	10th	Dewan through Genl Secy.
Branch II	Finl. Secy and Asstt. Secy.	-do-	-do-	-do-
Branches III, V & VIII.	Genl. Secy, Under & Asstt Secretaries concerned.	-do-	-do-	-do-
Branch VI.	Secy, E & A and Asstt. Secy.	-do-	-do-	-do-
Branch VII.	Joint Secy and Asstt Secy.	-do-	-do-	-do-
Cash, Translation & Typing Sections, Gl. Records, Ver. Records & Sectt Stores.	Gen. Secy and Registrar.	-do-	-do-	-do-
		NOVEMBER & DECEMBER 1917		
	Same as for August.			

19/7/17

19

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE 25

GENERAL AND REVENUE SECRETARIAT

Bangalore, Dated, 22nd November 1917.

No. G. 6827/G.M. 373-17-1.

OFFICE CIRCULAR.

Attention is invited to paragraph 40 of the Manual of Essential Rules for Secretariats requiring Officers and Superintendents to inspect their branches once a month. The result of these inspections should be reported to the Secretary concerned and the Chief Secretary on the 10th of every month in Form A appended.

2. T e Cash, Translation and Typing Sections, the Records, Stores and Library will be inspected by the Registrar who will use Form B for his report.

3. The inspection in the months of February, May, August and November of each year will be held by the Secretaries and the reports of inspection will be submitted to the Dewan. The Branches under the Financial Secretary, Revenue Secretary and Secretary, E & A will be inspected by these Officers respectively in conjunction with the Chief Secretary.

4. Each Branch or other unit of the office should maintain an inspection minute book (Form C) in which should be entered all orders given as the result of inspections, which require specific action on the part of the Branch. The steps taken to comply with each order should be noted by the Superintendent, and when it has been fully carried out, the entry should be scored out and a certificate of disposal recorded by the officer in immediate charge.

5. When any important instructions are issued as the result of inspection, the same should be submitted to Dewan.

6. These inspections should be the basis of all efficiency and therefore punctitiously carried out.

By Order,

C. S. BALASUNDARAM IYER,

Chief Secretary to the Government.

To

Secretariat Officers and Branches.

G.R.S.M. 'Sl. 417

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

GENERAL AND REVENUE SECRETARIAT

Form A–No. G. 6827/G.M. 373-17-1 Dated 22nd November 1917.

Inspection Report of Branch..... for.....

I. Disposal of cases.

	Receipts			Disposals during the month.	Balance	Number of unsubmitted cases pending for over 5 days	Cases which are pending for over 3 months
	Pending at the beginning of the month	During the month	Total				
Diary							
Miscellaneous							
Unofficial							

	No. at the beginning of the month	No. registered during the month	Total	Number for which replies received during the month	Balance	Pending for over 3 months	Pending for over 6 months	No. of reminders issued
Sus cases								

Number of unofficial cases pending reply from other offices for over one month.
General remarks regarding submission and disposal of papers.

II. File Register, Issue Register, etc.

FILE REGISTER–
Number of files opened.
Whether headings have been listed and indexed.
ISSUE REGISTER–
Number of issues.
CLERK'S DIARIES–
Whether properly maintained.

III. Reports and Returns.

Number of returns in arrears.
Number due during the month.
TOTAL
Number received and submitted.
BALANCE
General Remarks–

IV. Recording.

Number pending at the beginning of the month.
Number received during the month.
TOTAL
Number recorded and sent to records.
BALANCE
General remarks on recording work.

V. General.

Condition of room and premises.

Arrangement of files.

Working strength of establishment.

Average of late attendence.

Superintendent.

Under/Assistant Secretary.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

GENERAL AND REVENUE SECRETARIAT

Form B—Inspection Report of Cash Section etc., for :

Cash Section.

1. Sanctioned strength.
2. Average working strength.
3. Amount of cash on hand.
4. Amount of pay, etc., to be disbursed.
5. Amount of advance outstanding.
6. Remarks.

Translation Section.

Sanctioned strength of the Section.
Average working strength

1. ORDINARY MATTER.
   (a) Received for translation during the month.
   No. of printed pages.
   No. of typed pages.
   No. of manuscript pages.
   (b) Translated.
   Printed pages.
   Typed pages.
   Manuscript.
2. EXTRAORDINARY MATTER.
   (a) Received for translation.
   No. of printed pages.
   No. of typed pages.
   No. of manuscript pages.
   (b) Translated.
   No. of printed pages.
   No. of typed pages.
   Manuscript pages.
3. ARREARS.
   No. of printed pages.
   No. of typed pages.
   No. of manuscript pages.
4. REMARKS.

Typing Section.

1. No. of pages of ordinary matter received during the month
2. No. of pages typed.
3. No. of pages remaining to be typed.
4. No. of pages of special matter received.
5. No. of pages of special matter typed.
6. Arrears, if any.
7. Sanctioned strength of the Section.
8. Average working strength for the month.
9. (a) Are all the typing machines in good condition?
   (b) Are all the typists efficient?
10. Remarks.

G.R.S.M. Sl. 419

General Records.

Sanctioned strength of the Section.
Average working strength.

1. No. of recorded collections received during the month from each branch.
2. No. of old collections received for restoration.
3. No. of requisitions received.
4. No. of requisitions complied with.
5. No. of requisitions returned for want of references.
6. No. of requisitions pending.

Library.

7. No. of requisitions received:-
   For books.
   For periodicals.
8. No. of requisitions complied with:-
   Books.
   Periodicals or reports.
9. No. of requisitions pending:-
   Books.
   Periodicals or reports.
10. No. of books restored.
11. No. of entries made during the month in the Register.
12. No. of entries in the catalouge.
13. No. of newspapers sent out for circulation.
14. No. of slips posted.

SPECIAL SORTING ESTABLISHMENT.

15. Progress of work.
16. Remarks.

Vernacular Records.

1. No. of requisitions received during the month.
2. No. complied with.
3. No. remaining uncomplied.
4. No. of copy applications received.
5. No. disposed of.
6. No. of dufters sorted and rearranged.
7. Other miscellaneous work done.
8. Sanctioned strength of the Section.
9. Average working strength.
10. Remarks.

Stores.

1. Sanctioned strength of establishment.
2. Average number working.
3. No. of requisitions received.
4. No. disposed of.
5. Balance.
6. Number of articles of furniture tents, etc., outstanding.
7. Remarks.

G.R.S.M. Sl. 420

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GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

GENERAL AND REVENUE SECRETARIAT

INSPECTION BOOK.

Branch.....

FORM–C.

Serial No.	Date of inspection	Order or instruction	Action taken by the Superintendent with date	Certificate of disposal with the dated initials of the Officer in charge.

G.R.S.X-10]

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

GEN. & REV. SECRETARIAT.

Requisition for Papers.

Section Gen

A

B

Filed

Deposit

File No. 428-17

Serial No. 4 3 & 4

To be put up with Diary No. 7530 of 17

Signature Ramachandra Rao

Branch ..... Section Gen

Date 27/8/18

G.R.S.M.-468